



ELIGIBILITY CENTER

HOW TO USE THE MEMBERSHIP PORTAL

For DIII and New Compliance Administrators



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AGENDA

- » What is the Membership Portal?
 - Who Has Access?
- » Using the Membership Portal.
 - Activating Students to IRL.
 - Monitoring Student Accounts.
 - Available Resources.
 - Contacting Customer Service.
- » Questions.



ELIGIBILITY CENTER

A woman with blonde hair, wearing a brown blazer over a light blue and white striped shirt, is smiling and talking to two young men. The man on the left is wearing a blue baseball cap, a grey hoodie, and a black backpack with a logo. He is holding a Wilson NCAA basketball. The man on the right is wearing a white t-shirt and a black backpack. They are standing in front of a modern building with large glass windows. The scene is outdoors with greenery in the background.

WHAT IS THE MEMBERSHIP PORTAL?

AMATEURISM-ONLY CERTIFICATION ACCOUNT

- » *January, Convention 2022:* Division III passed legislative proposal 2022-2.
 - Requires an amateurism-only certification for international student-athletes initially enrolling on or after Aug. 1, 2023
- » *April:* [Welcome email](#) from Eligibility Center with instructions on creating an Eligibility Center account for your school.

NCAA ELIGIBILITY CENTER **DIVISION III**
WELCOME
April 2022

Dear Membership Contact,
As you may recall, during the 2022 NCAA Convention, the Division III membership passed [legislative proposal 2022-2](#) requiring all **international** student-athletes planning to initially enroll at an NCAA Division III school on or after August 1, 2023, to have an amateurism certification completed by the NCAA Eligibility Center. On behalf of the EC staff, we are excited to be working with you and your recruits!

As with any new process, we know there will be questions. Rest assured that we are here to help you navigate the EC framework. Many of you partnered with us during two seasons of piloting this certification process for incoming Division III ice hockey student-athletes and the system we developed closely mirrors the structure in place for Divisions I and II certifications.

Below is a suggested checklist of logistical items to get the ball rolling:

- 1 Identify EC Partner Staff**
Identify staff members who will be responsible for partnering with the EC. These individuals should have athletics compliance as a component of their role and may include senior-level athletics administrators as EC contacts as well.
- 2 Review Education Column**
As a foundational item, we would ask that staff members who will be responsible for working with the EC begin by reviewing the [January 25, 2022, education column](#). Many of the most frequently asked questions are covered here.
- 3 Contact Your NCAA Apps Admin**
Contact your school's NCAA Applications Administrator and request they add the Eligibility Center Membership Portal to the NCAA accounts of the individuals identified in Step 1. (*Campus Applications Administrators can be [found here](#).*) The Membership Portal provides resources and information needed to assist prospective student-athletes as they go through the certification process.



AMATEURISM-ONLY CERTIFICATION ACCOUNT

» *June:* [Regional Rules session](#), included overview on the policies, processes and requirements.



On Demand



Division III World of Compliance: Amateurism Certification – All Division III Members



WATCH ON DEMAND

Division III members will not want to miss this in-depth overview of the new Division III amateurism certification process for international student-athletes. NCAA Eligibility Center staff will take attendees through the policies, processes and requirements related to Division III amateurism certification. Session



Erika Klages
Assistant Director of A...
NCAA



Mike Massa
Managing Director, Eligi...
NCAA



Elizabeth Thompson
Associate Director
NCAA



Josh Wintin
Associate Director - Cor...
NCAA



ELIGIBILITY CENTER

DID YOU MISS THE DIII REGIONAL RULES WEBINAR?

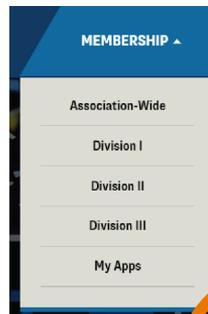
Scan the QR Code Below



View a Recording of the
Division III World of
Compliance Webinar



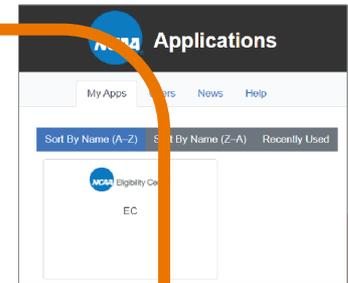
DIVISION III MEMBER EXPERIENCE



EC partners log into
NCAA Applications via My Apps

Click on EC Membership Portal icon

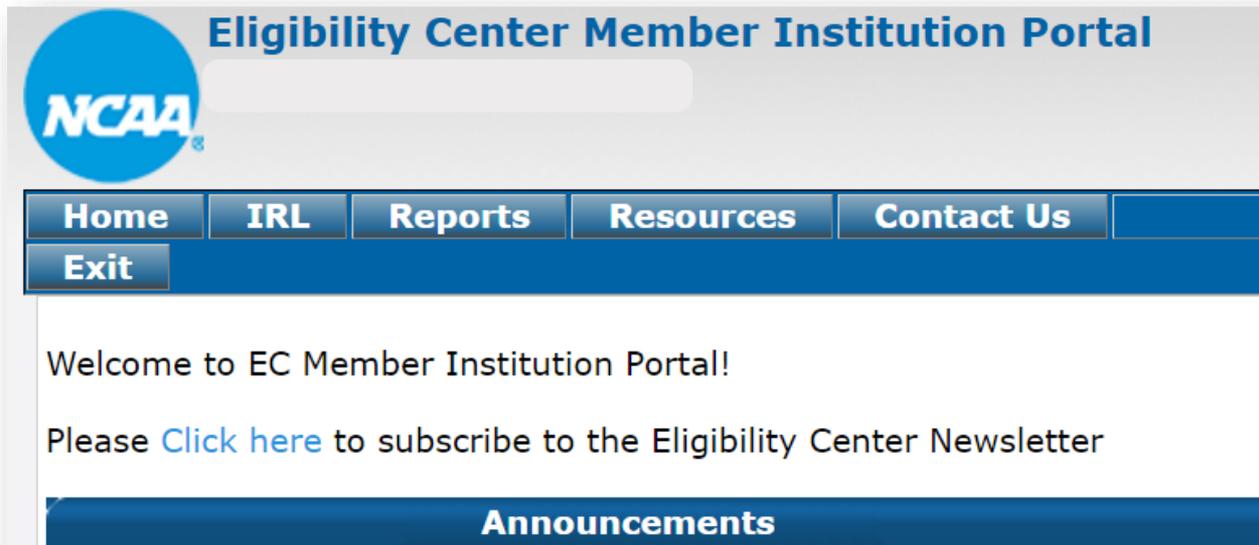
- ✓ PSA added to IRL.
- ✓ Track PSA accounts.
- ✓ Review assigned tasks.
- ✓ Monitor certification process.





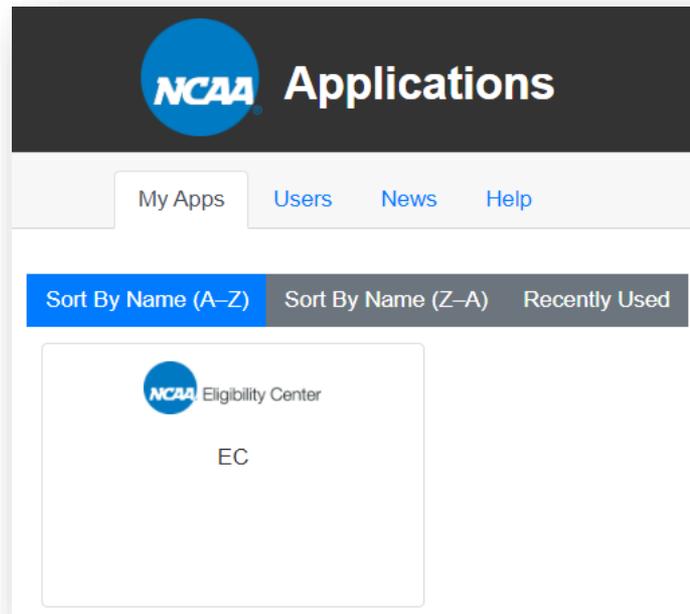
WHAT IS THE MEMBERSHIP PORTAL?

- » Your go-to application for most of the activities related to NCAA Eligibility Center initial eligibility.
- Includes information, policies and procedures, tutorials, publications, presentations and forms.



WHO HAS ACCESS TO THE PORTAL?

- » Before your school gets access to the portal, it must have an established Eligibility Center account.
- If your school has an account, the Eligibility Center Membership Portal tile will appear on your NCAA Applications landing page.
- *No tile?* Contact your [NCAA applications administrator](#).





WHO HAS ACCESS TO THE PORTAL?

- » Your school's NCAA applications administrator can add your name to the list of staff (school's Eligibility Center contacts list).
 - These individuals will interact with the Eligibility Center staff.
 - Eligibility Center staff can share student-specific information *only with individuals on this list*.
 - Level of access is established by applications administrator.



ELIGIBILITY CENTER

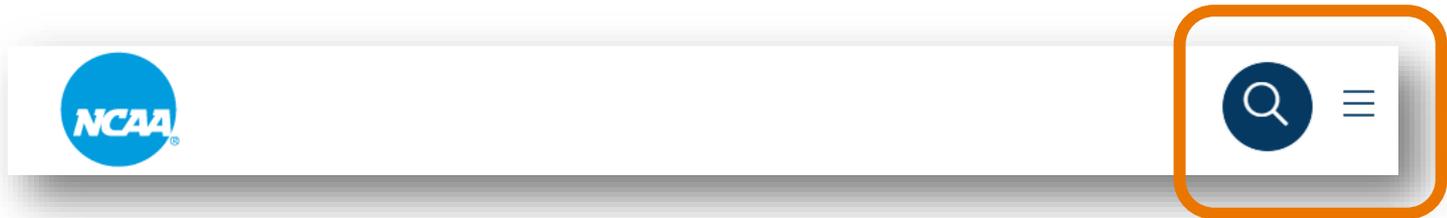
A photograph of several athletes in blue jerseys running on a field. The athletes are seen from behind, and their hair is blowing in the wind. The background is slightly blurred, showing other people and structures.

USING THE MEMBERSHIP PORTAL



MEMBERSHIP PORTAL: LET'S LOG IN

- » Got to ncaa.org.
- » Click on menu button, top-right corner.





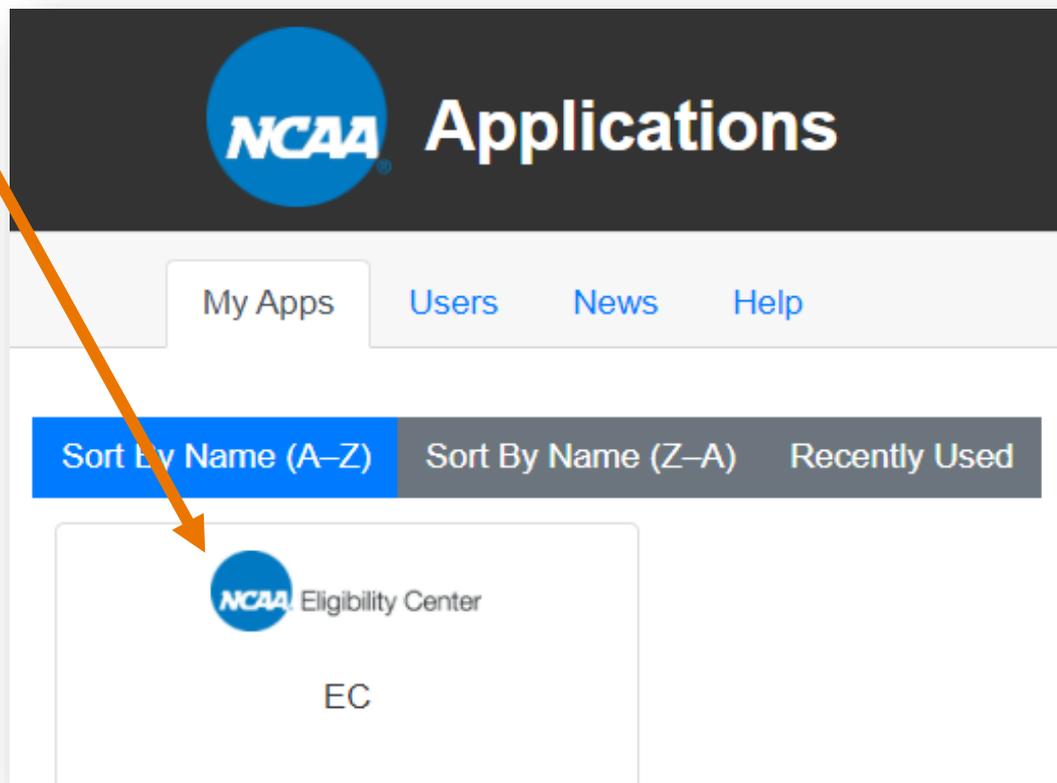
MEMBERSHIP PORTAL: LET'S LOG IN

- » Click on arrow at right of Membership option.
- » Click My Apps from dropdown options.



MEMBERSHIP PORTAL: LET'S LOG IN

- » Click on EC tile.
- » *No tile?* Reach out to your [NCAA applications administrator](#).



MEMBERSHIP PORTAL HOMEPAGE

- » Where important announcements and updates are posted when needed.

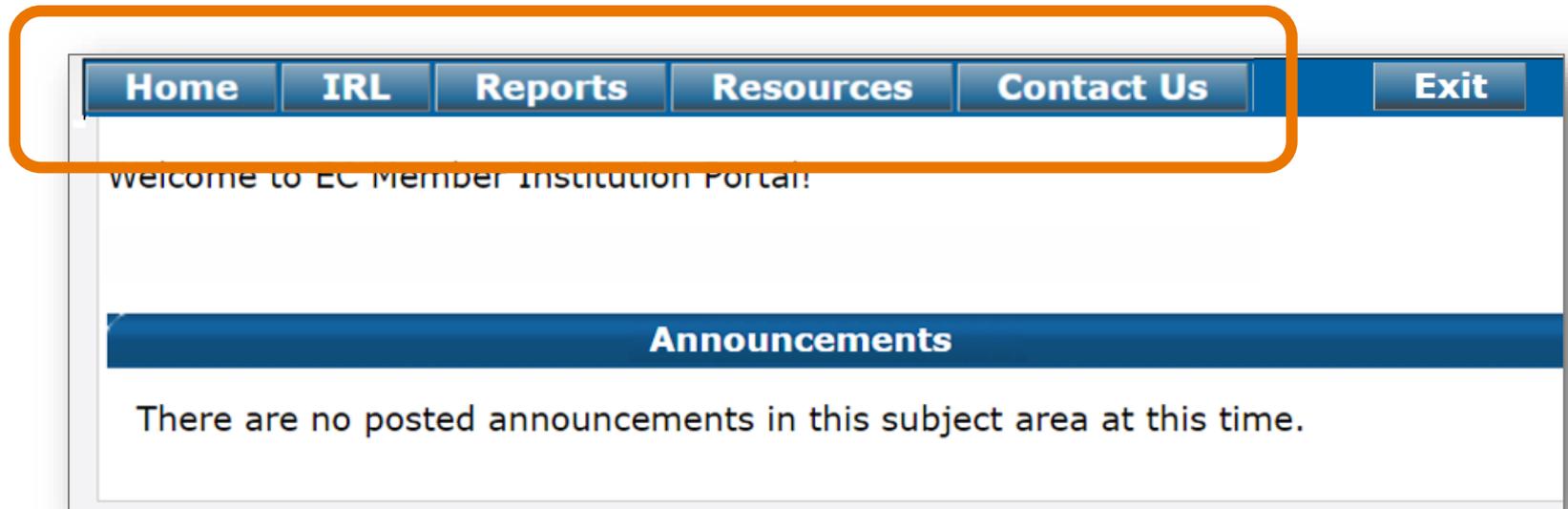


The screenshot shows the homepage of the Eligibility Center Member Institution Portal. At the top left is the NCAA logo. To its right is the title "Eligibility Center Member Institution Portal" in blue text, with a blue lightning bolt icon in the top right corner. Below the title is a horizontal navigation bar with six buttons: "Home", "IRL", "Reports", "Resources", "Contact Us", and "Exit". The main content area begins with the text "Welcome to EC Member Institution Portal!". Below this is a dark blue header for the "Announcements" section. The text under this section reads: "There are no posted announcements in this subject area at this time."



MEMBERSHIP PORTAL HOMEPAGE

- » Exact number of tabs at the top of the page will depend on the access granted by your school, but typically your screen will include tabs for the topics shown below: IRL, Reports, Resources, Contact Us.



1 Knowledge Check

IF YOUR NCAA APPLICATIONS DOESN'T INCLUDE THE EC TILE, WHAT'S THE CORRECT PROCESS?

- A. Contact the Eligibility Center Customer Service team.
 - B. Request access from your school's NCAA applications administrator.
 - C. Email your school's IT department.
-
- B. Request access from your school's NCAA applications administrator.



Click the Q&A Button to Ask Your Questions
Our team is standing by live!



MEMBERSHIP PORTAL

- 1** Activate student-athlete to IRL.
- 2** Monitor progress of specific student-athlete account.
- 3** Update sponsored sports list.
- 4** Access resources, information and support.



ACTIVATING A STUDENT IRL Tab



ACTIVATE A STUDENT

Searching by Demographics

- » IRL: Institutional request list.
 - Student-athletes must have an Eligibility Center Certification account to be seen in the system/added to an IRL.
- » Fill in your search criteria and click **Go Search**.

The screenshot shows the 'IRL Activation Search' interface. At the top, there is a navigation bar with links for Home, IRL, Reports, Resources, Contact Us, and Exit. Below this is the title 'IRL Activation Search'. The form contains several input fields and dropdown menus: NCAA ID, Date of Birth (with a calendar icon), First Name (begins with), Last Name (begins with), City, State (dropdown menu set to 'ALL'), Country (dropdown menu set to 'ALL'), Sort By (Last Name and ASC dropdowns), and Search Limit (dropdown menu set to '50'). A blue link 'Use Student's current High School in search' is located below the form fields. At the bottom left, the 'Go Search' button is highlighted with an orange rounded rectangle, and a 'Reset' button is next to it.

ACTIVATE A STUDENT

Searching by Demographics

- » Check the box next to selected student's NCAA ID.
- » Click to activate (or deactivate).
 - Green indicates student-athletes is already activated.

Home IRL Reports Resources Contact Us

Matching Records - 1 found

Student Details by Sport

Expand All Collapse All Select All UnSelect All Search Criteria Used Export Full Report to Excel Export as PDF

Football

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Transfer Student	Acad RTP-F	Acad Cert Div I	Waiver Div I	Acad Cert Div II	Waiver Div II	Amat Cert Div I
<input checked="" type="checkbox"/>	1909693510	Smith, Carter	2324	Fall 2023	No		Preliminary		Preliminary		Preliminary Reviewed

Get NCAA Details DeActivate Track Student(s) Un-Track Student(s) Back to Search Flag student(s) as Transfer Student(s)



ACTIVATE A STUDENT

Searching by High School

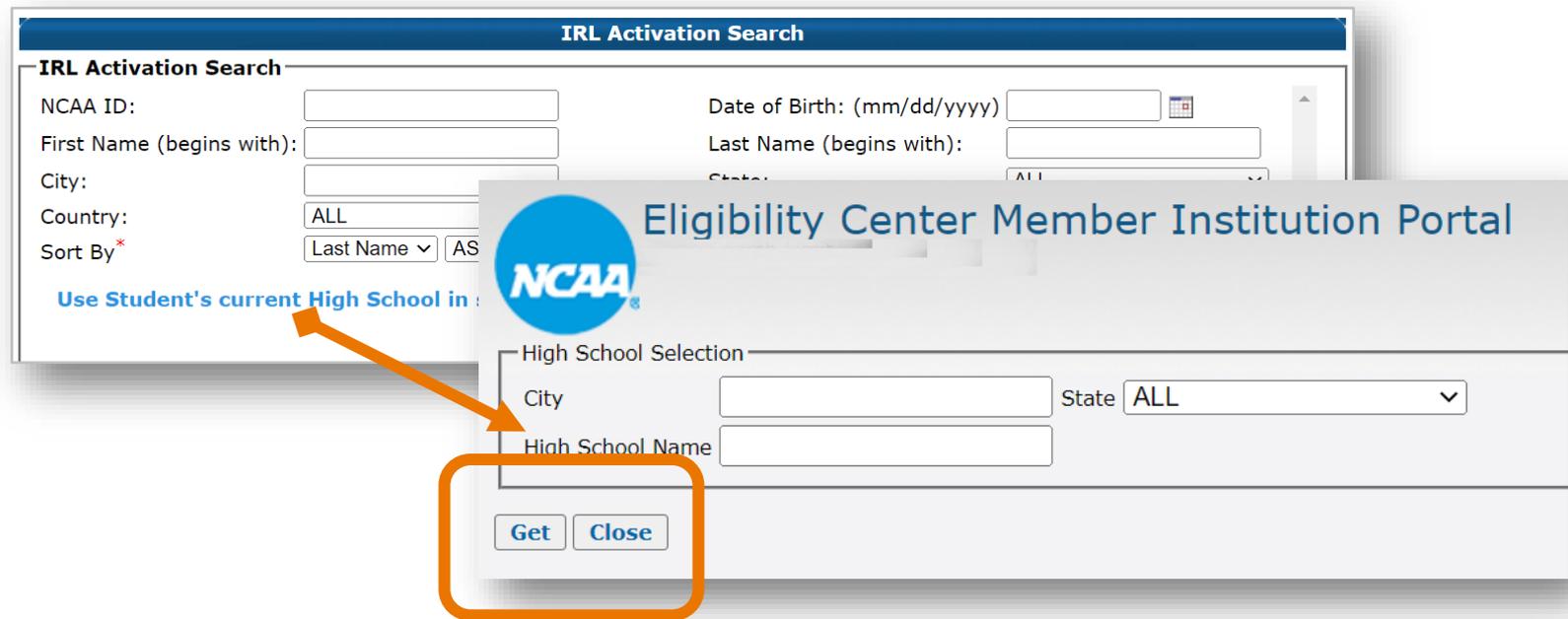
» Search options include searching by high school.

The screenshot shows the "IRL Activation Search" interface. The main search form includes fields for NCAA ID, Date of Birth (mm/dd/yyyy), First Name (begins with), Last Name (begins with), City, State, Country (set to ALL), and Sort By (Last Name, AS). A blue link "Use Student's current High School in:" is visible. An orange arrow points from this link to a modal window titled "Eligibility Center Member Institution Portal". The modal window contains the NCAA logo and a "High School Selection" section with fields for City, State (set to ALL), and High School Name. At the bottom of the modal are "Get" and "Close" buttons.

ACTIVATE A STUDENT

Searching by High School: Sample Student

» Enter **Ayres Prep** in High School Name field, then click Get.



The screenshot shows the "IRL Activation Search" interface. The main search form includes fields for NCAA ID, Date of Birth, First Name, Last Name, City, Country, and Sort By. A blue link "Use Student's current High School in:" points to a secondary "Eligibility Center Member Institution Portal" window. This secondary window has a "High School Selection" section with "City" and "State" dropdowns, and a "High School Name" text input field. The "Get" and "Close" buttons at the bottom of this window are highlighted with an orange box.



ACTIVATE A STUDENT

Searching by High School: Sample Student

- » Search results are provided for all students from that high school who currently have a Certification account with the Eligibility Center.
- » Locate the student, check the box next to selected student's NCAA ID, then click to activate to your IRL.



DEACTIVATE A STUDENT

Home IRL Reports Resources Contact Us

IRL De-Activation Search

IRL DeActivation Search

NCAA ID: Date of Birth:

First Name: Last Name:

City: State: Country:

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Sport

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Soccer
- Men's Swimming and Diving
- Men's Tennis
- Men's Track
- Men's Wrestling

Select Sport

- Select All
- Unselect All
- Select All Men's sports
- Select All Women's sports

Recruitment Cycle ^{*}

Search Limit

© 20



ACTIVATE A STUDENT

Student Not Found

» Student only has a free Profile Page account:

- Contact student and ask them to transition their account from a Profile Page account to an Amateurism-Only Certification account.

> \$70 fee.

» Student doesn't have an Eligibility Center account:

- Contact student and ask them to create an Amateurism-Only Certification account.

ACTIVATE A STUDENT

Student Not Found

- » Student information is incorrect, or they do not have their high school(s) listed correctly in their Eligibility Center account:
 - Try searching by another method: Sport or NCAA ID, for example.
- » *Still can't locate student?* Member schools contact the Eligibility Center Customer Service team:



2 Knowledge Check

I'VE SEARCHED AND CANNOT FIND A STUDENT-ATHLETE. WHAT DO I DO?

- A. Contact the student-athlete.
- B. Contact the high school they are attending.
- C. Contact the Eligibility Center Customer Service team.
- D. Any of the above.

C. Contact the Eligibility Center Customer Service team.



Click the Q&A Button to Ask Your Questions
Our team is standing by live!



MEMBERSHIP PORTAL

- 1** Activate student-athlete to IRL.
- 2** Monitor progress of student-athlete account.
- 3** Update sponsored sports list.
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MONITORING STUDENT-ATHLETE ACCOUNTS

Reports Tab





MONITORING STUDENT ACCOUNTS

Search Student Details

- » Demographics.
- » Sport.
- » Specific details.

Search Student Details

Search Student Details

NCAA ID: Date of Birth:

First Name: Last Name:

City: State: Country:

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Sport:

Baseball
 Men's Basketball
 Men's Cross Country
 Football
 Men's Golf
 Men's Soccer
 Men's Swimming and Diving
 Men's Tennis

Select Sport

Select All
 Unselect All
 Select All Men's sports
 Select All Women's sports

Recruitment Cycle*

Search Limit

Search Criteria	
PSA has requested final amateurism certification?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received all HS transcript?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received Final HS transcript/Proof of Graduation (POG)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received Test Scores?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Final DI Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Final DI Amateurism Eligibility?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Final DII Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Final DII Amateurism Eligibility?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has signed an NLI?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Fee Issue?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Transfer Student?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a DI Early Academic Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a DII Early Academic Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is an International Student?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search



MONITORING STUDENT ACCOUNTS

Search Student Details

- » Default is current recruitment cycle.
- » Each new cycle begins May 1 annually.

The screenshot shows a search interface with the following elements:

- A dropdown menu for "Men's Tennis" is visible at the top.
- The "Recruitment Cycle*" dropdown is set to "2324 PSA's enrolling 23/24 Acad. Yr".
- The "Search Limit" dropdown is set to "50".
- The "Search Criteria" section is partially visible at the bottom.

An orange rounded rectangle highlights the "Recruitment Cycle*" and "Search Limit" dropdowns.



MONITORING STUDENT ACCOUNTS

Search Student Details: Sample Student

- » Enter **Account** in Last Name field.
- » Click Go Search (bottom left-hand corner).

Search Student Details

Search Student Details

NCAA ID: Date of Birth:

First Name: Last Name:

City: State: Country:

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Sport:
 Men's Basketball
 Men's Cross Country
 Football
 Men's Golf
 Men's Soccer
 Men's Swimming and Diving
 Men's Tennis

Select Sport

Select All
 Unselect All
 Select All Men's sports
 Select All Women's sports

Recruitment Cycle*

Search Limit

Search Criteria	
PSA has requested final amateurism certification?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received all HS transcript?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received Final HS transcript/Proof of Graduation (POG)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
EC has received Test Scores?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Final DI Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Final DI Amateurism Eligibility?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Final DII Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Final DII Amateurism Eligibility?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has signed an NLI?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA has Fee Issue?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a Transfer Student?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a DI Early Academic Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is a DII Early Academic Qualifier?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search
PSA is an International Student?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't use in Search

MONITORING STUDENT ACCOUNTS

Search Student Details

» Review student details, including certification status.

Home IRL Reports Resources Contact Us Exit

Matching Records - 1 found

Student Details by Sport

Expand All Collapse All Select All UnSelect All Search Criteria Used Export Full Report to Excel Export as PDF

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Trans-fer Student	Acad RTP-F	Acad Cert Div I	Waiver Div I	Acad Cert Div II	Waiver Div II	Amat Cert Div I	Amat Cert Div II	Req. Final Amat Cert	Test Score Recd	All HS Trans Recd	Final Trans /POG Recd	ACT Sum	SAT comp	NLI Signed	GPA Div I	GPA Div II	Fee Issue
<input type="checkbox"/>	1909693510	Smith, Carter	2223	FALL 2022	No		Preliminary		Preliminary		Preliminary Reviewed	Preliminary Reviewed	Not Req.	Not Recd	Recd	Not Recd	NA	NA	No	2.333	2.333	No

Get PSA Details DeActivate Track Student(s) Un-Track Student(s) Back to Search Flag student(s) as Transfer Student(s) Un-flag student(s) as Transfer Student(s) Select All Clear Selection Invert Selection

Amat Cert Div I	Amat Cert Div II	Req. Final Amat Cert	Test Score Recd	All HS Trans Recd	Final Trans /POG Recd	ACT Sum	SAT comp	NLI Signed	GPA Div I	GPA Div II	Fee Issue
Preliminary Reviewed	Preliminary Reviewed	Not Req.	Not Recd	Recd	Not Recd	NA	NA	No	2.333	2.333	No



MONITORING STUDENT ACCOUNTS

Track Students

- » To check test scores, transcripts, academic and amateur statuses, click **Get PSA Details**.

Home | IRL | Reports | Resources | Contact Us

Matching Records - 1 found

Student Details by Sport

Expand All | Collapse All | Select All | UnSelect All | Search Criteria Used | Export Full Report to Excel | Export as PDF

Football

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Transfer Student	Acad RTP-F	Acad Cert Div I	Waiver Div I	Acad Cert Div II	Waiver Div II	Amat Cert Div I	Amat Cert Div II
<input type="checkbox"/>	1909693510	Smith, Carter	2223	FALL 2022	No		Preliminary		Preliminary		Preliminary Reviewed	Preliminary

Get PSA Details | Deactivate | Track Student(s) | Un-Track Student(s) | Back to Search | Flag student(s) as Transfer Student(s)



MONITORING STUDENT ACCOUNTS

Track Students

- » Select students you want to follow and click Track Students.
 - Selected students' NCAA ID will turn green.

The screenshot displays the 'Student Details by Sport' interface for Football. It shows a table with one student record. The 'Track Student(s)' button is highlighted with an orange box. An orange arrow points to the 'Sel' checkbox in the table header.

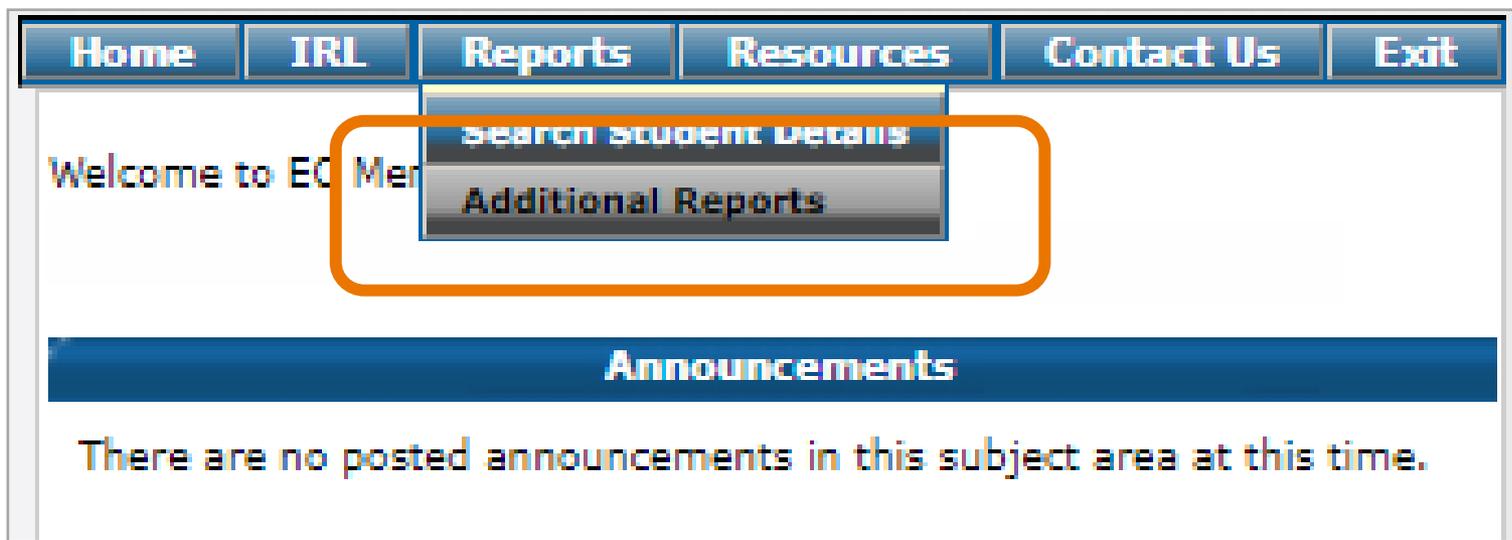
Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Transfer Student	Acad RTP-F	Acad Cert Div I	Waiver Div I	Acad Cert Div II	Waiver Div II	Amat Cert Div I	Amat Cert Div II
<input type="checkbox"/>	1909693510	Smith, Carter	2223	FALL 2022	No		Preliminary		Preliminary		Preliminary Reviewed	Preliminary

Buttons at the bottom: Get PSA Details, DeActivate, **Track Student(s)**, UnTrack Student(s), Back to Search, Flag student(s) as Transfer Student(s)

MONITORING STUDENT ACCOUNTS

Additional Reports

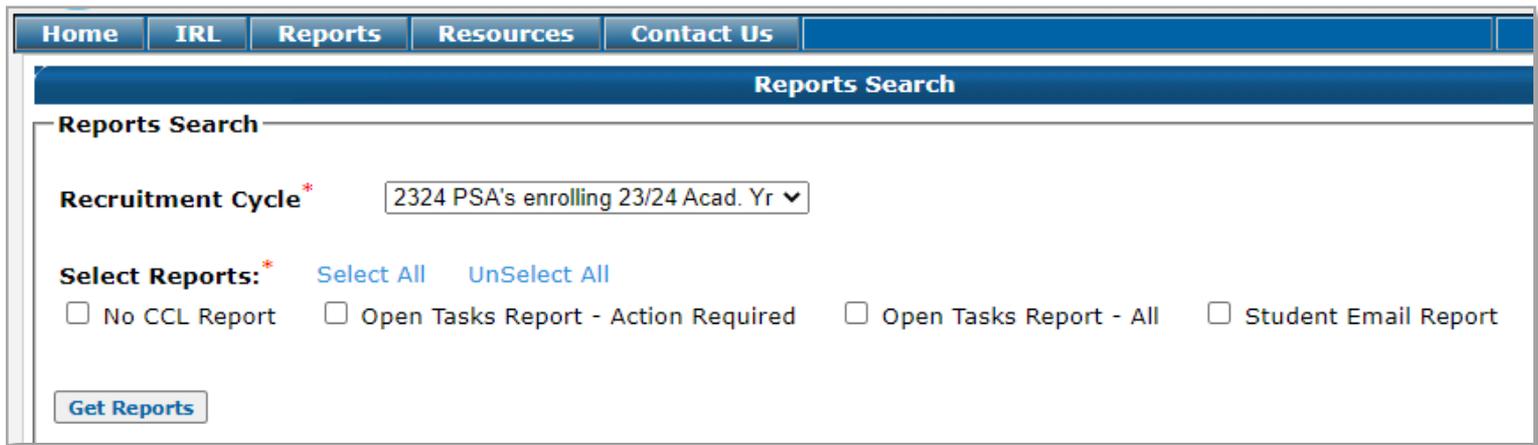
- » Select the Additional Reports tab, under Reports.



MONITORING STUDENT ACCOUNTS

Additional Reports

- » You may choose from the following:
 - a. No Core-Course List Report.
 - b. Open Tasks Report - Action Required.
 - c. Open Tasks Report - All.
 - d. Student Email Report.



The screenshot shows a web interface for searching reports. At the top, there is a navigation bar with tabs for Home, IRL, Reports, Resources, and Contact Us. Below this is a section titled "Reports Search".

Under "Reports Search", there is a dropdown menu for "Recruitment Cycle*" with the value "2324 PSA's enrolling 23/24 Acad. Yr" selected. Below this, there is a "Select Reports:" section with two links: "Select All" and "UnSelect All".

There are four checkboxes for selecting reports:

- No CCL Report
- Open Tasks Report - Action Required
- Open Tasks Report - All
- Student Email Report

At the bottom left of the form, there is a "Get Reports" button.



MONITORING STUDENT ACCOUNTS

Additional Reports

Home IRL Reports Resources Contact Us

Reports Search

Reports Search

Recruitment Cycle* 2324 PSA's enrolling 23/24 Acad. Yr ▼

Select Reports:* Select All UnSelect All

No CCL Report Open Tasks Report - Action Required

Get Reports

Reports

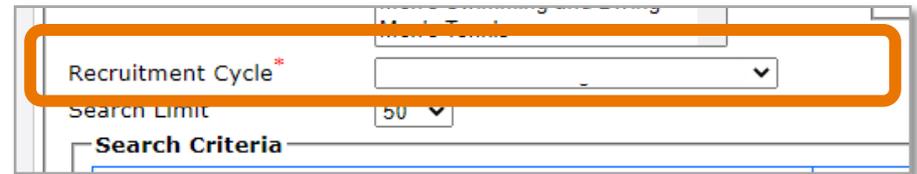
Report for 2324 recruitm

Export as Excel Export as PDF

3 Knowledge Check

WHAT IS THE DEFAULT RECRUITMENT CYCLE IN THE SYSTEM ON THE STUDENT DETAILS REPORT ON JUNE 1, 2023?

- A. 2022-2023.
- B. 2023-2024.
- C. 2024-2025.
- D. None of the above.



The screenshot shows a search filter interface. A dropdown menu labeled 'Recruitment Cycle*' is highlighted with an orange border. Below it, there is a 'Search Limit' dropdown set to '50' and a 'Search Criteria' input field.

B. 2023-2024. The cycle changes May 1 annually.



Click the Q&A Button to Ask Your Questions
Our team is standing by live!



MEMBERSHIP PORTAL

- 1** Activate student-athlete to IRL.
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UPDATING YOUR SPONSORED SPORTS LIST

IRL Tab

IRL	Reports	Reso
	IRL Activation	
ie t	IRL De-Activation	ion Port
Click	Update Sports	o the El



UPDATE SPONSORED SPORTS LIST

Sport Activation and Inactivation Screen

- » Your school's currently selected sports will appear on the left side of the screen.

Sport Activation and Inactivation						
Sport Activation and Inactivation						
Sport Code	Sport Description	Gender		Sport Code	Sport Description	
MBA	Baseball	M	De-Activate	MAR	Men's Archery	Add Sport
MBB	Men's Basketball	M	De-Activate	MBO	Men's Bowling	Add Sport
MCC	Men's Cross Country	M	De-Activate	MCR	Men's Rowing	Add Sport
MFB	Football	M	De-Activate	MFE	Men's Fencing	Add Sport
MGO	Men's Golf	M	De-Activate	MGY	Men's Gymnastics	Add Sport
MSO	Men's Soccer	M	De-Activate	MIH	Men's Ice Hockey	Add Sport
MSW	Men's Swimming and Diving	M	De-Activate	MLA	Men's Lacrosse	Add Sport
MTE	Men's Tennis	M	De-Activate	MRI	Men's Rifle	Add Sport
MTK	Men's Track	M	De-Activate	MSK	Men's Skiing	Add Sport



UPDATE SPONSORED SPORTS LIST

Sport Activation and Inactivation Screen

1. To deactivate one or more of those sports, click the “De-Activate” link that corresponds with the sport.
2. The deactivated/nonsponsored sports are listed to the right and can be added by clicking the “Add Sport” link next to the sport.

Sport Activation and Inactivation						
Sport Activation and Inactivation						
Sport Code	Sport Description	Gender		Sport Code	Sport Description	
MBA	Baseball	M	De-Activate	MAR	Men's Archery	Add Sport
MBB	Men's Basketball	M	De-Activate	MBO	Men's Bowling	Add Sport
MCC	Men's Cross Country	M	De-Activate	MCR	Men's Rowing	Add Sport
MFB	Football	M	De-Activate	MFE	Men's Fencing	Add Sport
MGO	Men's Golf	M	De-Activate	MGY	Men's Gymnastics	Add Sport
MGS	Men's Soccer	M	De-Activate	MHU	Men's Ice Hockey	Add Sport



MEMBERSHIP PORTAL

- 1** Activate student-athlete to IRL.
- 2** Monitor progress of student-athlete account.
- 3** Update sponsored sports list.
- 4** Access resources, information and support.



RESOURCES, INFORMATION AND SUPPORT

Resources Tab

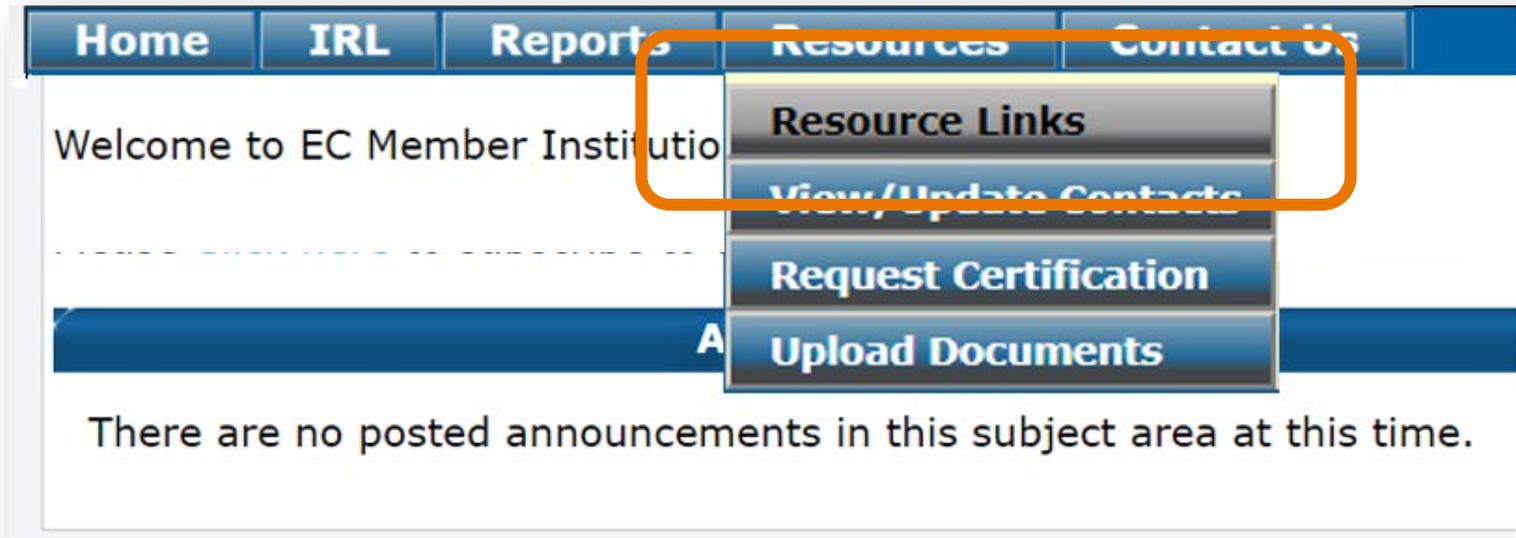
Ports	Resources	Contact Us
titutio	Resource Links	
be to t	View/Update Contacts	tter
A	Request Certification	
	Upload Documents	





RESOURCES, INFORMATION AND SUPPORTS

» Select Resource Links from the Resources tab.



RESOURCES, INFORMATION AND SUPPORTS

Resources Links

- » Instructional and educational materials.
- » Links to the latest educational opportunities offered by the Eligibility Center.

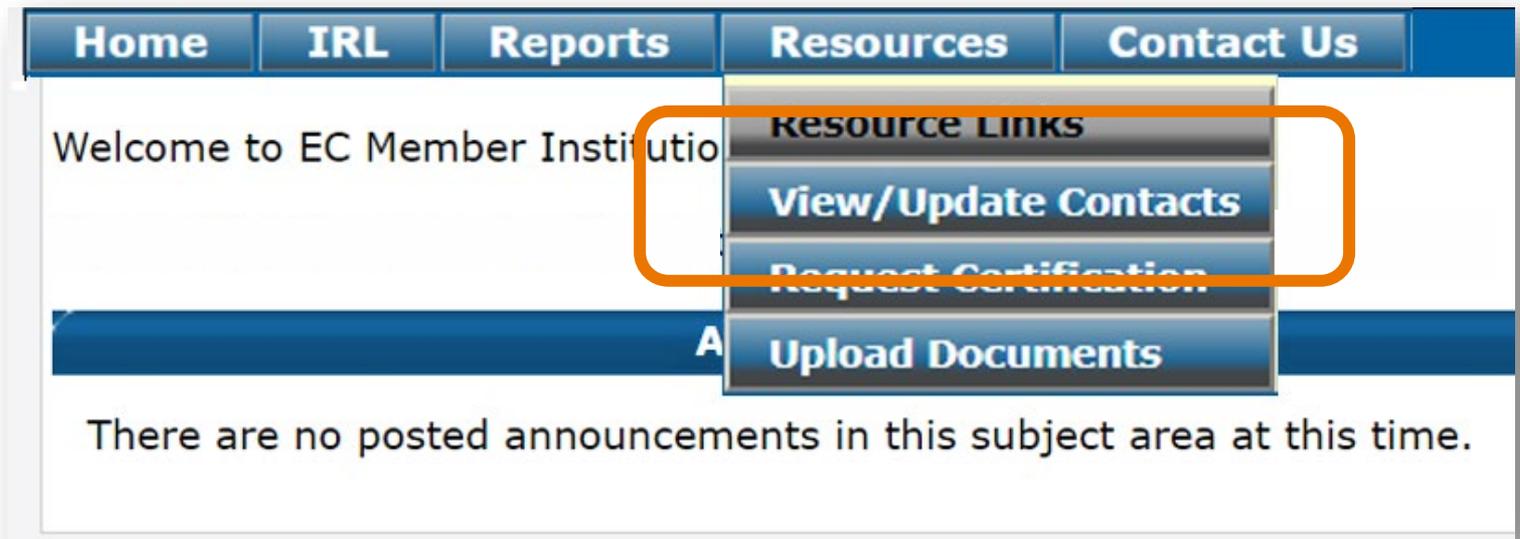
Select School	Reports	Resource Links	NLI	Links Administration
Academic Certification - International <ul style="list-style-type: none"> » Guide to International Academic Standards for Athletics Eligibility » Best Practices for International Prospective Student-Athletes » International Best Practices - NAAC 2018 » International Student-Athlete FAQs » ISRC Advisory Opinion Form » ISRC Committee Reports and Information » Questions to Ask When Recruiting International Student-Athletes - For Coaches » Regional Rules 2019 EC Presentation - International & Amateurism » Tips for Recruiting International Student-Athletes - For Compliance Officers » Task Language Resource » International Initial-Eligibility Flyer » International Certification Flow Chart » Determining Expected Date of Graduation - United Kingdom » 2019-2020 Procedural Updates for International Academic Certifications » International Certification Old Model/New Model FAQs 			Initial-Eligibility Waivers <ul style="list-style-type: none"> » Initial-Eligibility Waiver Directive » Waiver Submission Best Practices » Division I Data Tool - Predicted GPA » Division II Data Tool - Predicted GPA » Policies and Procedures » Educational Ladder and Mitigation Timeline Form » Advisement Process Plan Instructions » Division I Partial Approvals FAQs » Automatic Waivers Overview » Sliding Scale Conversion Table » SAT Concordance Procedures 	
Amateurism Certification <ul style="list-style-type: none"> » 2022-23 DI Council-Approved Review Process Guideline » 2022-23 DII Streamlined Review Process Guidelines » Amateurism Certification Urgent Request Program » Amateurism Decision Inquiry Membership Resource » Amateurism Inconsistency Form » Amateurism Graduation Date Disclaimer 			PSA Review <ul style="list-style-type: none"> » PSA Review Trigger List » PSA Review FAQs » SRRC Policies and Procedures 	
			Outreach Publications <ul style="list-style-type: none"> » Guide for the NCAA Compliance Administrator » Initial-Eligibility Flyer, Domestic » Initial-Eligibility Flyer, International » Guide for the College-Bound Student-Athlete » Guide to International Academic Standards for Athletics Eligibility » Division I Academic Requirements Flyer » Division II Academic Requirements Flyer » Two-Year Transfer Guide » Four-Year Transfer Guide » Two-Year Transfer Best Practices Flyer 	



RESOURCES, INFORMATION AND SUPPORTS

Update Your School's Contacts

» Also available on the Resources tab.



UPDATE YOUR SCHOOL'S CONTACTS

1. Select the **View/Update Contacts** tab, under Resources.
2. To edit or delete a contact, simply click the preferred option (Edit or Delete, as shown at left), located just below the specific contact.
3. Then type in the field to update the contact information.
4. To add a new contact to an empty MI contact field, click Edit and type in the new contact's information.

MI Contact# - 1		MI Contact# - 2	
First Name:	<input type="text"/>	First Name:	<input type="text"/>
Last Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>



UPLOAD YOUR SCHOOL'S CONTACTS

Best Practices

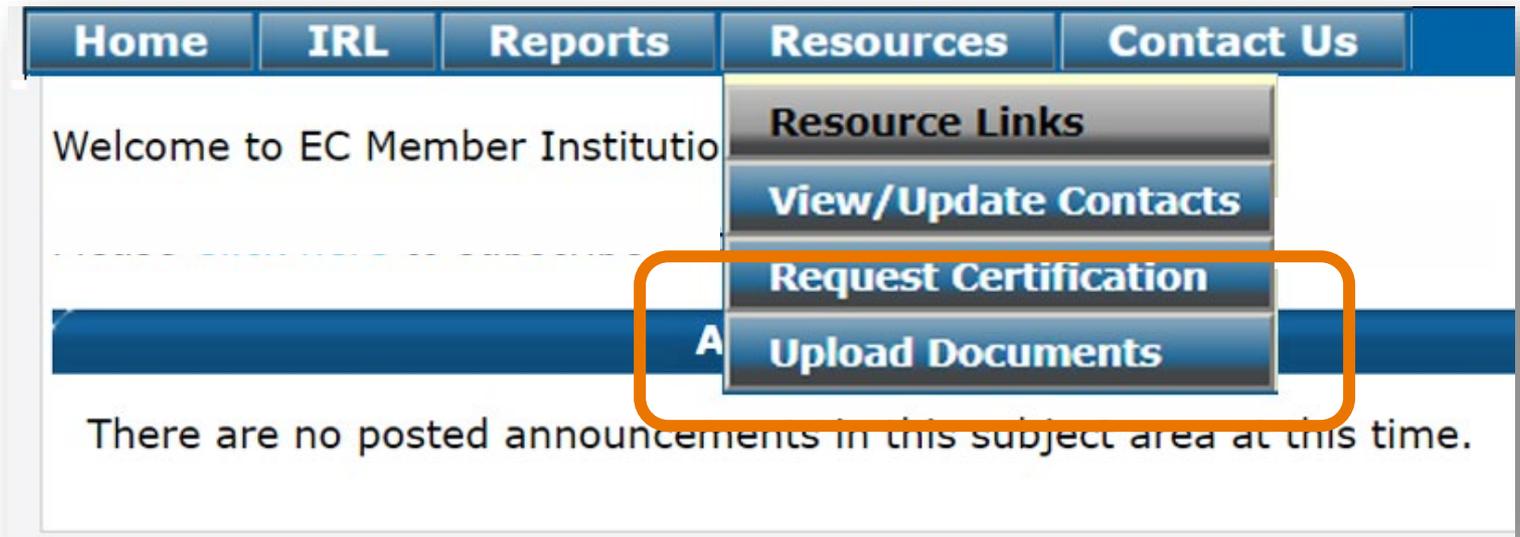
- » The first and second contact should list those who interact the most with the Eligibility Center.
- » Each NCAA member school can have up to 10 contacts. The first two contacts automatically receive the Eligibility Center's newsletter.
- » Email address used should be a university/institutional (.edu) email address.
- » Review your school's contact list at the start of each semester, or when changes occur.



RESOURCES, INFORMATION AND SUPPORTS

Upload Documents

» Select Upload Documents on the Resources tab.





UPLOAD DOCUMENTS

1. Use the search criteria to find the student-athlete's account for whom you need to upload a document.
2. Examples of documents you may need to upload include:
 - a. Matriculation letters.
 - b. Academic Record Submission Forms.

Home IRL Reports Resources Contact Us

Resource Links

Search Student to Upload Document

View/Update Contacts

Request Certification

Upload Documents

Search Student to Upload Document

NCAA ID:

First Name:

City:

Date of Birth:

Last Name:

State:

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Sport

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Soccer
- Men's Swimming and Diving
- Men's Tennis
- Men's Track
- Men's Wrestling

Select Sport

- Select All
- Unselect All
- Select All Men's sports
- Select All Women's sports

CONTACTING CUSTOMER SERVICE

Contact Us

» Click Contact Us for the inquiry submission form.

The screenshot displays the 'Eligibility Center Member Institution Portal' with a navigation menu containing 'Home', 'IRL', 'Reports', 'Resource', and 'Contact Us'. The 'Contact Us' link is highlighted with an orange box. An orange arrow points from this box to the 'Contact Us' form on the right. The form includes fields for 'Your First Name: *', 'Your Last Name: *', 'Your Email: *', and 'Request Type: *'. Below these is a 'Notes: *' section with a character count: 'You have entered 0 characters. You have 2500 characters rem'. A 'Submit Request' button is at the bottom of the form.

- » Click Submit Request after entering data.
- » Allow three business days for a response.



ELIGIBILITY CENTER

MEMBERSHIP PORTAL QUICK START GUIDE

Scan the QR Code Below



View the
Membership Portal
Quick Start Guide



ELIGIBILITY CENTER

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@NCAAEC



Instagram
@PLAYCOLLEGESPORTS



Facebook
@NCAAEC



ELIGIBILITY CENTER



**Membership Portal
Quick Start Guide**

THANK YOU FOR JOINING!

Contact the Eligibility Center

- » Membership support line.
 - 877-544-2950.
 - > Monday-Friday.
 - > 8:30 a.m. to 5:30 p.m. Eastern time.
- » Account inquiries:
 - NCAA membership only:
 - > ecinfo@ncaa.org.
 - International student-athletes:
 - > ec-international@ncaa.org.



@ncaaec



@playcollegesports



@ncaaec



ELIGIBILITY CENTER

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